TAFE NSW Course No: 17871 | National Code: BSB41507 | Nationally Recognised Training

Location: This course is delivered fully online.

Course description
A highly demanding and rewarding career, Project Management skills are in demand. This course allows you to pursue a career in project management where you will learn how to work as a project team member or a project officer. This course allows you to apply project management skills to any industry from the design, implementation, management and closure of projects.

Course delivery
This course allows you to learn project management at your own pace. You can complete your Certificate IV Project Management within nine months of study, fully online, learning in your own environment at a pace that suits you. To complete this course, it is recommended that you allow about six hours study per week (guideline only). A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports students learning and provides feedback on work submitted.

Course structure
This course requires completion of eight units of competency. The units delivered in this course are:

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBPM401A</td>
<td>Apply project scope management techniques</td>
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<tr>
<td>BSBPM402A</td>
<td>Apply time management techniques</td>
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<tr>
<td>BSBPM404A</td>
<td>Apply quality management techniques</td>
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<tr>
<td>BSBMPG405A</td>
<td>Apply human resource management approaches</td>
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<tr>
<td>BSBPMG406A</td>
<td>Apply communications management techniques</td>
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<tr>
<td>BSBPMG407A</td>
<td>Apply risk management techniques</td>
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<tr>
<td>BSBPMG403A</td>
<td>Apply cost management techniques</td>
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<tr>
<td>BSBPMG408A</td>
<td>Apply contract and procurement procedures</td>
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Assessments
A range of assessment methods are used in this course. These include practical exercises, case studies and reports allowing you to develop a portfolio or work to showcase.

131 674 • www.nsi.tafensw.edu.au/studyonline
Career opportunities
Once you complete this qualification, you can apply for jobs as a Project Officer or Project Team member.

Career pathways
Students who complete this course may continue with a pathway that leads to a Diploma or Advanced Diploma course from the BSB07 Business Services Training Package. Completion of the Diploma or Advanced Diploma may lead to direct entry into the Australian Catholic University or Macquarie University or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW – Northern Sydney Institute’s Crows Nest College. For further information about our degree programs go to www.nsi.tafensw.edu.au/degreeprograms.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited against a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.tafensw.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4514.

Terms and conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 1 April 2012. Changes may have taken place since that time. Contact TAFE NSW – Northern Sydney Institute to confirm course details and availability.

For further information:
Phone: 131 674 | Email: nsi.onlinecourses@tafensw.edu.au
TAFE NSW – Northern Sydney Institute
Crows Nest College
149 West Street Crows Nest NSW 2065